



## **SIGNAL - an e-mail newsletter**

**April 30, 2004**

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The introductory page for the Southern Ontario Library Service is [www.sols.org](http://www.sols.org). From that page, you can move to any other pages created by staff at the Southern Ontario Library Service, as well as to links to resources and professional information.

Note - as this is an older newsletter, some links may no longer be valid, or may refer you to a section of the site that has been updated in the interim. Please contact [helpdesk@sols.org](mailto:helpdesk@sols.org) if you want more information on a specific initiative.

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### **1. CONSORTIA PURCHASING AGREEMENTS**

SOLS negotiates charitable/consortia purchasing agreements (CPAs) on behalf of SOLS libraries. CPAs are 'economies of scale' pricing for the purchase or lease of a range of goods and services. Updates for this month include:

The Consortia Purchasing Agreements (CPAs) for Large Print Books, as well as for Videos and DVDs, is now posted on the SOLS Web site. The successful vendor selected for Large Print Books is S&B Books. The successful vendor for Videos/DVD's is J&S Video.

A CPA for paper with Cascade Resources will be posted on the Web site before the end of May

We are working on a CPA for security checkout systems and security strips for various library materials.

Further information on Charitable/Consortia Purchasing Agreements can be found at <http://www.sols.org/resourcesharing/coolcpa/cpa/index.htm> where the various CPAs are organized by Product and service, as well as by Vendor. The contact person for most of the CPAs is the SOLS Purchaser, Ron Neems who can be reached at 1-416-961-1669 or 1-800-387-5765 ext. 5115 or by e-mail at

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## 2. CONSORTIA – E-BOOKS

(submitted by Barbara Franchetto, Director, Resource Sharing)

The netLibrary ebook collection for Ontario has grown! It now numbers 4,749 titles. Close to 1,200 titles have been added to the collection since December of 2003, and 69 public libraries now participate in this initiative. Additions to this collection have been made in the following subject areas: information technology (IT Center), business (McGraw-Hill Business Management Collection), literary study guides (Bloom's notes from Chelsea House Publishers), and fiction (Rosetta books).

A special thanks to the Ebook Collection Development Committee who have worked so hard to review library title submissions and netLibrary collections for inclusion in this provincial collection. These extraordinary individuals are:

Lea Burton from Windsor PL  
Janette Knowles and Carol Wilkinson from Hamilton PL  
Jill Foster from Bracebridge PL  
Dean Nickerson from Whitby PL

The ebooks initiative, with its "money in the middle" funding model, has proven quite successful. SOLS' works with our vendors to ensure that we are providing the best individual system price to our libraries, and that we continue to encourage special promotions with our various vendors. Nevertheless, there are other ways in which we can potentially increase savings to our libraries. As demonstrated with ebooks, committing upfront to a collection can prove very beneficial to libraries, with significant cost savings and increased collection access being the results.

Central billing is another way in which further price reductions can be achieved for participating libraries. SOLS has undertaken this approach with ebooks, although we add a 5% admin fee to library invoices. This fee is very low compared to the savings libraries receive by buying into the ebook collection.

We are always looking for opportunities to achieve greater economies of scale, either by applying new costing models or by increasing library participation, and would welcome suggestions or ideas for reviewing either existing or new products. Please feel free to contact Barbara Franchetto at 1-800-387-5765 ext. 5014 or [bfranchetto@sols.org](mailto:bfranchetto@sols.org).

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## 3. VDX UPGRADE

SOLS library staff members were shown the new VDX version in User Group Clinics across Ontario in March. At that time, we planned to move to the new VDX version by mid May. The implementation date has been moved to mid June in order to accommodate the training

schedule for OLS-N libraries. The upgrade will be scheduled as soon as possible after June 18. Libraries will have access to a test database for several weeks prior to the new version going into production in order to experiment with new features and demo it to other staff in the library. We will send an advisory to ILL staff with access details to the test database when it becomes available. Information about INFO and VDX is posted on the SOLS Web site at <http://www.sols.org/resourcesharing/INFO/index.htm>

#### 4. DELIVERY SERVICE UPDATE

The delivery depot for Routes 10, 11 and 15 has moved. Effective Monday, May 3, 2004, these three routes will start from the South Gower Branch of the North Grenville Public Library. This move to South Gower will result in some minor route changes. The new route schedules are posted on the delivery page of the SOLS Web site at <http://www.sols.org/resourcesharing/delivery/index.htm>. The number of days of delivery for each library has not changed, but the route, day and/or time of delivery may be different. Please review all three routes. Notable changes are:

- Ottawa Public Library will receive delivery on Monday and Wednesday on Route 11, and Tuesday and Thursday on Route 10. The Friday delivery has been moved to Tuesday.
- National Library will receive delivery on Monday on Route 11, and Tuesday and Thursday on Route 10. The Wednesday delivery has been moved to Tuesday.
- Carleton Place Library and Mississippi Mills Library will receive delivery on Tuesday on Route 10, and Wednesday and Friday on Route 11. The Monday delivery has been moved to Tuesday, first thing in the morning.
- Merrickville Library will continue to receive a delivery on Tuesday, but will be served by Route 15 (instead of Route 10) and the delivery will be later in the day.

If you have any questions, please contact MaryJo Lynett, Supervisor of Delivery Service in the Toronto office (1-800-387-5765, ext. 5127).

#### 5. SPRING TRUSTEE COUNCIL MEETINGS

The purpose of the SOLS Trustee Councils is to provide:

- A communication link between SOLS and boards regarding SOLS' services
- A forum for sharing information
- An opportunity to hear how other boards deal with similar issues
- Suggestions and support for trustee training
- To elect members to the SOLS' board according to the terms established in the by-laws

Trustee Councils meet twice a year in eight locations and all public library boards may send a representative. While all appointed trustee council representatives will receive a print mailing of the agenda, the dates of the upcoming meetings have been included below for your information. You may wish to share this information at the next library board meeting. Further information is posted at <http://www.sols.org/librarydev/networking/trusteecouncils/index.htm>

Several Trustee Councils have already met. The remaining four meetings are:

- Saturday, May 1, 2004 - TC 8 - Stormont, Dundas & Glengarry County Library (Winchester Branch), noon to 3:30 pm
- Saturday, May 1, 2004 - TC 5 - Ajax Public Library, 10 am to 1 pm
- Wednesday, May 5, 2004 - TC 7 - Bonnechere Union Library (Eganville) - Lower level/Seniors Centre, 6 pm to 9 pm

- Thursday, May 6, 2004 - TC 4 - Gravenhurst Public Library, 6 pm to 9 pm

## 6. SOLS-OLBA JOINT LIBRARY BOARD ORIENTATION WORKSHOPS

Again this year, the Ontario Library Boards Association, in partnership with the Southern Ontario Library Service and Ontario Library Service-North, are offering a special workshop across Ontario for new and returning library board members. The workshop, called "The Rules of Engagement: The New Governance", was first presented at the January 2004 OLA SuperConference.

There are a number of offerings of this interactive workshop confirmed in May, as well as a two-part teleconference for those who cannot attend a workshop in person.

Saturday, May 8 - Brockville Public Library, 23 Buell Street, Brockville  
 Saturday, May 8 - Innisfil Public Library, Lakeshore Branch, 967 Innisfil Beach Road, Innisfil  
 Saturday, May 15 - London Public Library, Masonville Branch, 30 North Centre Road, London  
 Saturday, May 15 - Oakville Public Library, Central Branch, 120 Navy Street, Oakville  
 Saturday, May 15 - OLS-North Conference in Thunder Bay  
 Thursday, May 27 - North Bay Public Library, 271 Wellington Street, North Bay  
 Thursday, May 27 - Pembroke Public Library, 237 Victoria Street, Pembroke  
 Saturday, May 29 - (en français) Clarence-Rockland Public Library - Clarence-Rockland Municipal Council Chambers, 415 rue Lemay, Clarence Creek  
 Friday, May 19 & Friday, May 26 - Teleconference (2-part)

More details about the training, including times, costs and location maps, will be available soon on the SOLS (<http://www.sols.org/librarydev/training/calendar.htm>) and OLBA Web sites (<http://www.accessola.com/olba/>). Registration will be handled through the OLA and the form is now available.

## 7. FEDERAL BUDGET 2004 -changes for libraries (submitted by Rob Lavery, Resource Development Consultant)

The federal government tabled their budget on March 23, 2004, and announced some significant changes that will affect the charitable sector. Public libraries should be aware of these changes. A few areas that are of particular importance for libraries are included here, and links for further reading are provided.

a) CRA Information: Beginning in 2005, all charitable receipts issued must provide the name and Web site address of the Canadian Revenue Agency. So, all libraries issuing receipts must show this new information beginning in January.

b) Intermediate Sanctions: There are a number of changes to the regulatory process overseeing the charitable sector, including a system of sanctions that would penalize charities that fail to meet criteria such as filing the charitable return on time, carrying on a for-profit business, and revocation of charitable status for severe breaches or repeated infractions. The changes also provide for a more accessible appeals process.

c) Disbursement Quotas: This is a proposal to reduce from 4.5% to 3.5% the required disbursement quota on capital assets - of interest to any library holding a reserve or managed fund. The regulations are quite complex, and worth a closer look if you feel this area might apply to your situation.

d) Public Education: there will be money made available to educate the public on topic areas,

such as what to be aware of when donating to charity, how to confirm the status of a charity, and how to file a complaint. This is perhaps an area where libraries could work in partnership with the CRA in providing learning opportunities to the public.

Aside from reading the budget speech yourself and making your own interpretation (!), you can look to these sites for further analysis:

"Charity changes in budget bring mixed reviews" at  
<http://www.charityvillage.com/cv/archive/acov/acov04/acov0410.html>

"Implications of budget provisions for voluntary sector" at  
<http://www.canadianfundraiser.com/newsletter/article.cfm?ArticleID=1067>

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## 8. TRAINING WORKSHOPS

Three of the workshops have already taken place, but there is still time to register for the other upcoming SOLS Training workshops.

- Workshop 3: Part 2 of "Playing the Match Game: Connecting Readers and Books" - Innifil is now full. There is still a limited amount of space at the Kingston-Frontenac workshop on Thursday, May 20th.
- Workshop 4: "Getting started with Graphic Novels" – The workshop in Aurora is full. There is still room at Kitchener workshop on Tuesday, May 18th.
- Workshop 5: "The best customer service = The best library service" – The locations are: Centre Hastings (Madoc) on Wednesday, May 12th; Augusta Township (near Brockville) on Monday, May 17th; Pembroke on Thursday, May 27th and Ajax Public Library on Tuesday, June 1st.
- Workshop 6: "Launching your own Philosophers' Café" – The locations are: Wednesday, May 26th at the Markham Public Library - Unionville branch and Monday, May 31st at the St. Mary's Public Library

Information on each workshop, as well as registration forms for each, are posted at <http://www.sols.org/librarydev/training/clinicsworkshops/index.htm>. SOLS also maintains a "Calendar of Events" for all of the training workshops, trustee council meetings and library committee meetings. This calendar is available on the SOLS Web site at <http://www.sols.org/training/calendar.html>

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## 9. EXCEL CERTIFICATE

The registration form for the Summer 2004 Semester is now posted on the SOLS Web site at <http://www.sols.org/librarydev/training/excel/index.htm>. The registration deadline is Monday, May 3, 2004.

In the Summer 2004 semester, we will offer the following English courses:

- #1 - Introduction to Public Libraries
- #4 - Information Services
- #8 - Collection Development for Young Adults
- #16 - Professional Development



## #17 – Electronic information sources

In the Summer 2004 semester, we will offer the following French courses:

- #1 - Introduction aux bibliothèques publiques
- #7 - Développement des collections pour enfants
- #10 - Acquisitions et publications en série

Please note that, beginning with the Summer 2004 Semester of the EXCEL Certificate Program, the tuition for each course will increase from \$125.00, plus GST, to \$145.00, plus GST. This increase will help to cover the increased costs of producing and providing the course to students in Ontario.

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## 10. SOLS WEB SITE UPDATE

A) The SOLS Web Editor maintains a section of the Web site entitled "Trustee Development". In this section, there is a variety of materials supporting the work of library trustees, including materials in a section called "Trustee Training Materials" at <http://www.sols.org/links/clearinghouse/boarddev/index.htm>. In this section, you will find materials such as "Participating in Federal Public Policy: A Guide for the Voluntary Sector = Participation à l'élaboration des politiques du gouvernement fédéral : Un guide pour le secteur bénévole et communautaire". This is an amazing toolkit for advocating to government which, although designed specifically for federal level policy development, has lots of sections that could be adapted for municipal and provincial use. The direct Web address is [http://www.vsi-isbc.ca/eng/policy/policy\\_guide/index.cfm](http://www.vsi-isbc.ca/eng/policy/policy_guide/index.cfm)

B) From the main SOLS Web page, there is a link to a Web section called "Librarians' Library of Links". In that section, the Web Editor has collected a number of topics, including "Legislation Affection Ontario Public Libraries". One new addition to this section concerns "Personal Information Protection and Electronics Document Act (PIPEDA)". There is a link to a new factsheet for charities and nonprofits which provides information about commercial activity and nonprofits. For example, while the act of asking for donations is not subject to the Act, charities and nonprofits are still required to seek appropriate consent if selling, bartering, or leasing lists, as these are considered to be commercial activities. The direct Web address is [http://www.privcom.gc.ca/fs-fi/02\\_05\\_d\\_19\\_e.asp](http://www.privcom.gc.ca/fs-fi/02_05_d_19_e.asp)

C) Another section maintained by the SOLS Web Editor is Public Services in Libraries. This section can be found through the "Librarian's Library of Links" (a link is on the main SOLS page) or directly at <http://www.sols.org/links/clearinghouse/publicservices/index.htm>. One new posting in this section concerns the "Young Peoples' Poetry Week" of the US Children's Book Council. While the event was held from April 12-18 this year, the Web site gives dates for future years, as well as programming ideas about poetry to use throughout the year. The direct Web address is [http://www.cbcbooks.org/html/poetry\\_week.html](http://www.cbcbooks.org/html/poetry_week.html)

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## 11. ANNUAL SURVEY 2003

The 2003 Annual Survey of Public Libraries was posted on the Ministry's Web site on Tuesday April 20, the same day that letters to all libraries were mailed. The forms are posted at <http://www.culture.gov.on.ca/english/culdiv/library/statistics/survey2003-forms.htm>. You can also reach the Ministry Web site through the SOLS Web site ([www.sols.org](http://www.sols.org)) – there is a link to the Ministry in the left navigation bar.

The deadlines for submission are:

- Municipal/Union/County library boards and county library co-operatives are required to submit two copies of this survey by June 7, 2004.
- First Nations Bands are required to submit two copies of this survey by June 30, 2004.

One copy of the completed survey should be kept for your records. Two copies of the completed Annual Survey of Public Libraries must be submitted to the Ministry at:

Heritage and Libraries Branch,  
Ministry of Culture,  
400 University Avenue, 4th Floor,  
Toronto, Ontario, M7A 2R9.

For your information, SOLS staff will be the contact point for questions regarding the completion of the survey. Contact Bill Mitchell at 1-866-786-1669 or write . First Nations libraries can contact Patty Lawlor at 1-800-387-5765, ext. 5107 or write to her at [plawlor@sols.org](mailto:plawlor@sols.org)

## 12. UPDATE: POLICY REQUIREMENTS UNDER THE MUNICIPAL ACT, 2001

Under the Municipal Act, 2001, section 270, public library boards must adopt policies with respect to the hiring of employees, including, and under section 271, policies with respect to the procurement of goods and services, before January 1, 2005. A summary of the requirements for these two policies, as well as a list of available resources, is posted at <http://www.sols.org/links/clearinghouse/legislation/resources/municipalact2001/index.htm>

SOLS help for policies required under the Municipal Act - By June 30, 2004, SOLS will review all of the key resources, summarize and extract relevant sections, draft sample policies covering all required elements and distribute these items to all public library boards in southern Ontario. While waiting for these resources, library CEOs and boards should consider reviewing existing procurement policies and those of your municipality. It may also be advisable, after determining how the municipality will be proceeding, to consider whether the policies being developed by the municipality would suit the library situation or whether library-specific policies are required. Again, this information will be posted at <http://www.sols.org/links/clearinghouse/legislation/resources/municipalact2001/index.htm>

## 13. SOLS CEO LISTSERV

SOLS maintains a list of all the e-mail addresses for SOLS CEOs. It is this list that is used to distribute Signal. Several times through the month, you may also receive other messages from SOLS staff members. For example, in April, the following messages were sent:

- from Sue Walls on April 6th and again on the 27th, asking libraries to complete a "Client Services Form" for SOLS by Friday April 30th
- from Alan Gayda on April 7th asking libraries to provide the names of purchasers for various departments
- from Laurey Gillies on April 2nd concerning the submission of records into the National Library database, Amicus.
- from Laurey Gillies on April 23rd asking libraries to complete a survey from Web Junction. The English Web address for this survey is <http://eval.yip121.com/wj/1>
- from Brenda Lewis on April 22nd providing details about Workingfaster.com's "SearchPortfolio" product and license agreement that is being offered through COOL.

If you did not receive any one of these messages, and would like further information, please contact the SOLS HelpDesk at 1-800-387-5765, ext. 4 or by e-mail to [helpdesk@sols.org](mailto:helpdesk@sols.org)

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All issues of SIGNAL, including the French version of SIGNAL, can be viewed online at <http://www.sols.org/librarydev/publications/Signal/index.htm>. However, if anyone would like to receive the e-mail version of this newsletter, please send a message to [signal@sols.org](mailto:signal@sols.org). You can reach the editor of SIGNAL at: [signal@sols.org](mailto:signal@sols.org) or by telephone at 1-866-380-9767.

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